



Hendry County Sheriff's Office

General Order 6.1

TITLE: Accreditation	SHERIFF'S APPROVAL: Digital
ORIGINATION DATE: May 24, 2019	REVISION DATE:
RELATED REFERENCES: CFA:	
REVIEW FREQUENCY: 3 YEARS	DATE OF NEXT REVIEW: May 24, 2022

I. PURPOSE: To establish an accreditation management system that provides authority for the administration, maintenance, delineation, and follow-up of the law enforcement and communications accreditation process.

II. SCOPE: This order shall apply to all sheriff's office members.

III. POLICY: It is the policy of the Hendry County Sheriff's Office to establish and maintain a system to ensure that periodic reports, reviews, and other activities mandated by law enforcement, corrections, and communications accreditation standards are accomplished, and that all members are familiar with the accreditation process.

IV. PROCEDURE: This procedure applies to all types of accreditation the sheriff's office may seek.

- A. Authority for administering the accreditation process: The accreditation manager has "staff authority" within their specialty assignment to discharge their responsibilities in administering and ensuring compliance with applicable accreditation standards and processes, or as directed.
 - 1. Assignment: The agency's accreditation managers are responsible for communications (TAC) and law enforcement (CFA) accreditations. Personnel assigned to the position of accreditation manager shall receive the corresponding TAC and CFA, accreditation manager training within one year of being appointed.
 - 2. Access to division/section commanders: The accreditation manager shall have direct access to all division/section commanders, supervisors, and other liaisons whose expertise or authority is needed for the successful operation of the accreditation process.
- B. Creation of an accreditation liaison within each division: The division/section commander shall appoint a liaison to review standards applicable to his/her specific division/section and assist the accreditation manager in compiling his/her accreditation files.

1. The liaison shall have direct access to the division/section commander concerning accreditation- related matters.
2. When necessary, the liaison shall meet with his/her division/section commander and the accreditation manager to discuss accreditation-related matters.
3. The accreditation manager shall act as a review/reference source for the liaison.

C. Responsibilities of the accreditation liaison position:

1. Periodic review of all applicable accreditation standards and the corresponding “proofs of compliance,” to ensure continued compliance with all applicable accreditation standards.
2. Make recommendations to the accreditation manager relating to accreditation process, as well as identify any problems that may result in non-compliance with standards.
3. Review of general orders and division/section manuals to ensure continued compliance with standards.

D. Responsibilities of the accreditation manager:

1. Provide liaisons with current information related to the accreditation process including, but not limited to, updates of accreditations manuals.
2. Advise the sheriff via chain-of-command of any major problems or deficiencies related to compliance with accreditation standards.
3. Maintain the electronic accreditation tracking systems concerning due dates, up to date standards and revisions for proofs of compliance, as directed by the accreditation agencies.
4. Notify appropriate division/section commanders and their liaisons concerning the due dates of proofs of compliance, and problems/standard deficiencies found or in need of being corrected.
5. The accreditation manager shall review with each division/section commanders and/or their liaisons all applicable standards for their area to ensure they are in compliance with standards.

E. Reports: The accreditation manager shall provide the relevant division/section commander with a periodic update advising which reports, or proofs of compliance, are required by the accreditation process, or are necessary to maintain accredited status.

F. General Orders/Division Manuals: Each division, section or unit, where applicable, shall provide the accreditation section with a copy of all procedural and operational manuals. Each division/section commander shall ensure that these manuals are reviewed at least every three years, with the following exceptions:

1. Policies that require annual review in order to comply with Florida Accreditation Commission standards, Florida Model Jail Standards and Florida Telecommunications Accreditation Commission standards for public safety communications.
2. As needed to comply with changes in federal law, Florida state statutes, local ordinances and accreditation standards.
3. As needed when changes are required as determined by agency members.

These reviews shall be forwarded to the accreditation section. Any additions or revisions shall be submitted to the accreditation section in a timely manner, to ensure compliance with applicable standards. All new or revised general orders shall be reviewed by the accreditation manager to ensure consistency and compliance with accreditation standards. Copies shall also be provided, and proposed changes submitted to the accreditation section after approval from the Chief Deputy.

G. Accreditation familiarization:

1. All agency members: An orientation of the accreditation process shall be provided to all agency members. Familiarization shall include the history and background of accreditation and the agency's involvement, the accreditation process, the goals and objectives of accreditation, and the advantages of accreditation and its impact on the sheriff's office.
2. New Members: All new members shall receive accreditation process orientation via PowerDMS. Supervisors shall ensure new members assigned to their division/section complete the assigned [PowerDMS training](#) upon assignment.
3. All members shall receive familiarization during both the self-assessment and the on-site review associated with achieving accreditation and each re-accreditation, through memos, emails and/or visits by the accreditation manager.

H. Division/Section commander responsibility: Each division/section commander is ultimately responsible for compliance with all accreditation standards pertaining to his/her respective area. Division / Section commanders will provide the accreditation section the required documentation by the due dates given by the accreditation manager and/or the Chief Deputy. If the documentation is not received by the accreditation section on or before the due date, the accreditation manager will document this deficiency on a memorandum to the Chief Deputy outlining the standard number(s), due date, and area of non-compliance to include violations of policy and procedures, if applicable.

V. GLOSSARY

ACCREDITATION LIAISON: An individual assigned by a division/section commander to review standards applicable to his/her specific division/section and assist the accreditation manager in compiling his/her accreditation files.

ACCREDITATION MANAGER: Responsible for organizing and supervising agency resources and activities to achieve accreditation.

ACCREDITATION SPECIALTY AREAS: There are currently two (2) accreditation specialty areas: law enforcement and communications.

CFA: Commission for Florida Law Enforcement Accreditation

TAC: Telecommunications Accreditation Commission

FCAC: Florida Corrections Accreditation Commission

FL-PAC: Florida Police Accreditation Coalition

MOCK ASSESSMENT: The examination of proofs of compliance by assessors prior to the final onsite assessment.

ON-SITE ASSESSMENT: The final examination of proofs of compliance by accreditation assessors to verify that the sheriff's office complies with applicable standards.

PROOFS OF COMPLIANCE: The documentation, as defined by the accreditation manager, necessary to keep all components of a standard in compliance in each specialty area. Proofs of compliance are reflected in daily, weekly, monthly, quarterly, bi-annual, or annual reports.

SELF-ASSESSMENT PHASE: The processes that the sheriff's office enters to achieve compliance with applicable standards, establish proofs of compliance, and facilitate the on-site review. Review of the agency's organization, management, operations and administrative activities is performed during this phase.

STAFF AUTHORITY: Authority delegated by the sheriff to the accreditation manager to monitor, advise and report activities related to accreditation within all components of the sheriff's office. Staff authority may extend to the issuance of direct orders to personnel, in order to ensure compliance with accreditation standards. Staff authority is limited to those matters relating to the accreditation process.

STANDARD: A degree or level of requirement as set forth by CFA describing the minimum qualifications necessary to achieve compliance.

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